Duties and Responsibilities of Resource Specialist Teachers, Special Education

The Resource Specialist Teacher is responsible to the Special Education Administrator for the Resource Specialist Program for the interpretation of the MDUSD Special Education Program under the Master Plan. Evaluation of resource Specialist Teachers assigned full-time to a school will be the responsibility of the school principal. If a Resource Specialist Teacher serves more than one schooL the Special Education Administrator for the Resource Specialist Program or his/her designee will be the evaluator.

The duties and responsibilities of the Resource Specialist Teacher are as follows:

1. to instruct students assigned to the Resource Specialist Program in those academic areas identified in the student's Individualized Education Program (IBP) in accordance with California Education Code §56362.

2. to evaluate student progress on a regular basis, and refer students to the Individual Education Program Team for any program or placement revisions.

3. to maintain necessary current records of the students whose IEP's are the responsibility of the Resource Specialist Teacher.

4. to provide resource information, materials, and assistance to eligible students, to their parents, and to the school staff; to provide consultation as appropriate.

5. to process the referrals of students, including assessments, for special eduction programs and services, or forward referrals to the appropriate program administrator.

6. to direct the special education instructional assistant in completing assigned tasks.

7. to chair school IEP Team meetings for the students referred to the Resource Specialist Teacher. (In schools with more than one Resource Specialist Teacher this shall be a shared responsibility.)

8. to participate and assist in job-related inservice education.

9. to be present at the school at least thirty minutes before the time prescribed for commencing school and remain at the school at least fifteen minutes after the close of the school day unless the principal or District administration indicates otherwise.

10. to emphasize at the secondary school level, academic achievement, career and vocational development programs, and preparation for adult life.

11. to report to the principal or his/her designee any job-related factors which prevent the full exercise of duties and responsibilities.

12. to attend job-related meetings and activities, specified by the school principal or the appropriate special education administrator as schedule permits.

13. to perform related non-instructional duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Board of Education.